

KNOW YOUR LEGISLATOR / ELECTED OFFICIAL

Make copies of this checklist. Fill it out and review before contacting your legislators and elected officials. Take it with you on visits. The more you know about the person, the more effective you will be.

Name of legislator / elected official			
Political Party	<input type="checkbox"/> Republican	<input type="checkbox"/> Democrat	<input type="checkbox"/> Other
Ideology	<input type="checkbox"/> Conservative	<input type="checkbox"/> Liberal	<input type="checkbox"/> Moderate
Represents District #			
Key Characteristics of District	<input type="checkbox"/> Rural	<input type="checkbox"/> Urban	<input type="checkbox"/> Suburban <input type="checkbox"/> Mixed
Key Supporters			
Date First Elected		Date Term is Finished	
<i>Legislative Positions</i>			
Committee/Subcommittee Chaired			
Committee/Subcommittee Membership			

KNOW YOUR MESSAGE

The issue is (25 words or less):	_____

Three key points are:	1) _____
	2) _____
	3) _____
This is important to your district because:	a) _____
	b) _____
We need you to:	1) Specific Request
	2) Specific Request

Thank you for your time

What I need to do next:	1) Specific Follow up Action
	2) Specific Follow up Action
	3) Specific Follow up Action